ELECTRONIC PUBLIC IMPROVEMENT PLAN REVIEW APPLICANT'S GUIDE

APPENDIX A PROJECTDOX INSTRUCTIONS

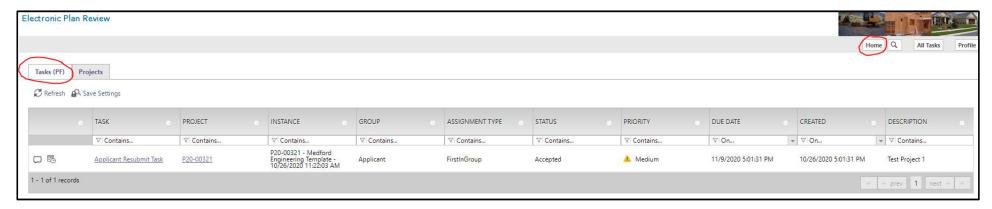
HOW TO FIND TASKS AND PROJECTS

https://planreview.cityofmedford.org/ProjectDox/

<u>THE PROJECTDOX FORMAT IS BASED ON "TASKS"</u> – For each project, there are many tasks that need to be completed before the project is approved. Some of these tasks must be completed by the Applicant, and other tasks must be completed by city staff.

Once the Applicant completes a task, the ProjectDox program creates tasks for city staff to complete, and then once city staff complete their tasks, the Applicant receives a new task - back and forth until the project is approved.

<u>HOME SCREEN TASKS TAB</u> – On the "Home" screen, either the "Tasks" or "Projects" tab will be displayed. The "Tasks" tab will list all open tasks to be completed by the Applicant, such as "Applicant Upload" or "Applicant Corrections". When the project is in review by the City, then it will not be listed on the "Tasks" tab because the Applicant doesn't have an available task at that time.



HOME SCREEN PROJECTS TAB – On the "Home" screen, the "Projects" tab will list all projects that the applicant has been associated with. Projects can be found here even when the Applicant doesn't have a task. The default view is recent projects only. To see more, click the "All Projects" button at the top right of the screen.

